

Central Alberta Theatre

Position Description

Actor

An actor in a CAT production commits to bringing to life the character they've been cast to portray, within the director's vision of the play as a whole.

Reporting Relationships

Actors take direction from the director of the play during the rehearsal period and up until opening night, then take direction from the stage manager for the run of the production. Actors also occasionally take direction from the Production Manager (PM) or the Vice President - Productions, specifically during tech week in the PM's/VP Production's supervisory capacity, or at any point during the rehearsal process if the PM/VP Production is asked by the director to provide support or intervention.

Duties

It's the responsibility of actors to know CAT's artistic policies and its operational policies as they pertain to productions, and to follow them.

Actors commit to attending every rehearsal scheduled for them by the director. The general rehearsal schedule will be outlined at the audition; any conflicts or problems with the rehearsal schedule will be discussed, as much as possible, before the actor is offered the part. It is understood that the inability to commit to the rehearsal schedule might be a factor in casting.

Actors as a group have the option of purchasing a small memento for the director at the end of the run. Actors will participate in the deconstruction of the show if asked by the Production Manager: the packing up of props and costumes, the taking down of the set, etc.

Actors will also participate in an evaluation process at the completion of the production should the Vice President of Productions ask.

Etiquette

Actors also commit to behavioral etiquette throughout their time with the production in order to show respect to their craft, their director, the Stage Manager, the play, their fellow actors, their audience, and CAT:

Overall

- Respect the play and the playwright, remembering that “A work of art is not a work of art until it is finished”
- Inspire the public to respect me and my craft through graciousness in accepting both praise and constructive criticism
- Never lose enthusiasm for the theatre because of disappointment or failure, for they are the lessons by which I learn
- Direct my efforts in such a manner that when I leave the theatre it will stand as a greater institution for my having laboured there
- Look upon the production as a collective effort demanding my utmost cooperation. Hence, forgo the gratification of ego for the demands of the play
- **Always** treat everyone who is a part of the production with respect and dignity (i.e. the backstage crew, stage manager, director, production manager, Vice President – Productions, designers, technicians, etc.)
- Don't mistreat, direct or put unnecessary strain on your fellow performers because it can lead to miscommunication, hurt feelings, tension, broken trust and anxiety. (i.e. don't direct or give lines to other actors or give direction to backstage crew, etc.)
- Don't arrive for rehearsals or performances under the influence of any drugs or substances for this will automatically remove you from the production

During the Rehearsal Period

- Leave personal problems outside the rehearsal room
- Accept the director's or the production manager's direction in the spirit in which it is given for s/he sees the production as a whole and my role as a portion thereof
- Be patient and avoid temperamental outbursts, for they create tension and serve no useful purpose
- Never blame your co-workers for your own failure
- Never engage in caustic criticism of another artist's work from jealousy or an urge to increase my own prestige because it could result in you being removed from the production

During Tech Week

- Accept the stage manager's, the production manager's and the Vice President – Production's direction in the spirit in which it is given for they see the production as a whole and your role as a portion thereof
- Respect crew members/actors that are focusing on the needs of the production (i.e. avoid interrupting actors if they are rehearsing lines, stay out of the way of working crew members that are setting up furniture and/or props, etc.)

During the Run of the Show

- The Show Must Go On! Never miss a performance
- Play every performance to the best of your ability, regardless of how small or large your role
- Leave personal problems outside the theatre
- Respect your audience regardless of size or station
- Never miss an entrance or cause a curtain to be late by my failure to be ready
- Use stage properties and costumes with care, knowing they are tools of your craft and a vital part of the production. This includes **wearing underarm deodorant** both to protect the costumes and to show respect for the common airspace of fellow actors and backstage crew, and includes returning costumes to their hangers
- Inform the stage manager about any needed costume repairs so that the stage manager can report these to the costume personnel
- Never leave the theatre building until you have completed your performance
- Remember that your aim is to create illusion. Therefore don't destroy that illusion by appearing in costume and make-up off stage or outside the theatre
- Don't allow the comments of friends, relatives or critics to change any phase of your work without proper authorization from the stage manager
- Don't alter lines, business, lights, properties, settings, costumes or any phase of the production without consultation with and permission from the stage manager
- Accept the stage manager's direction in the spirit in which it is given for they see the production as a whole and your role as a portion thereof
- Observe backstage courtesy and conduct yourself in strict compliance with rules of the theatre in which you work
- Notify your stage manager or the production manager immediately if your safety or the safety of other volunteers is compromised

- Never at any point during the production give others access to the dressing rooms/green room or backstage unless they are a crew member or an actor in the production. Family members and friends are strictly prohibited to have access to these areas for privacy, safety, security and etiquette reasons

